

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP#:207

TITLE: Evaluation Support for NIDDK

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name:Mary Hanlon

Phone-301-496-6623

Fax-301-480-6741

Proposal Address:

9000 Rockville Pike, Bldg. 31, room 9A16
Bethesda, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH
Bldg 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: Two (2) years from date of award.

C. PRICING METHOD: Cost Plus Fixed Fee.

D. PROPOSAL INSTRUCTIONS: Technical proposals should be no longer than twenty (20) pages and will be submitted electronically. The twenty page limit does not include resumes and writing samples. Offerors must also submit a signed task order form (last page of RFTOP) with their proposals.

Request for Clarifications: All requests for RFTOP clarifications will be accepted by August 20, 2004, 4:00 PM, EDT. Requests for clarifications must be submitted electronically. Responses will be provided electronically to all Offerors by 4:00 PM on August 24.

E. RESPONSE DUE DATE: Proposals are due by 4:00 PM, EDT, on August 30, 2004.

F. TASK DESCRIPTION:

Background Information: The *Special Statutory Funding Program for Type 1 Diabetes Research* is a mandated appropriation to the Secretary of Health and Human Services to support research on type 1 diabetes (Section 330B of the Public Health Service Act). The

National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) spearheads the program on the Secretary's behalf. In addition to the NIDDK, there is also involvement from numerous other Institutes and Centers of the National Institutes of Health (NIH) as well as the Centers for Disease Control and Prevention (CDC). The program will provide a total of \$1.14 billion for type 1 diabetes research from the program's inception in Fiscal Year (FY) 1998 through the end of the program in FY 2008. During that timeframe, the program will fund over 500 investigators.

The law requires a final program evaluation to be submitted to the Congress by January 1, 2007. The NIDDK Office of Scientific Program and Policy Analysis (OSPPA), located in the Office of the Director, has the lead responsibility for conducting the evaluation. The objective of this task order is to provide logistical and technical support to the NIDDK OSPPA on various aspects of the program evaluation, such as support for data collection; logistical aspects of a meeting of external scientific experts; survey distribution and collection; and graphic, editorial, and other services required for preparation of an evaluation report.

Additional information on the program can be found at <http://www.niddk.nih.gov/fund/diabetesspecialfunds/>; a progress report on the program can be found at: http://www.niddk.nih.gov/federal/planning/type1_specialfund/.

Task 1: Data Collection

In order to effectively evaluate the program, data will have to be collected from a number of sources. NIDDK staff will provide the Contractor with the necessary information to collect the data. The equipment (such as computers) used to collect the data will belong to the Contractor.

Task 1.a Literature searches

The Contractor will:

- Use publicly available databases (such as PubMed) to identify publications that were supported in whole or in part with funding from the special program. This collection will require the Contractor to set-up search engines (normally by author name) to automatically collect the information at regular intervals on approximately 500 investigators that have been supported by the program. The Contractor will also have to confirm the funding support by matching the grant number that is cited in the paper with the author's grant number from the special program (this confirmation is required because authors often have multiple sources of funding and therefore papers they publish are not necessarily supported by the special program). In addition, searches may have to be modified/expanded during the contract period, since new grantees continue to be funded.
- Keep a database (preferably EndNote) of all the publications that are identified in the literature searches.
- The Contractor could be asked to assist in compiling historical publication data that has been collected in the earlier years of the program and add it to the database described above.

Task 1.b. Determining Scientific Impact of Publications

In order to assess quality of the publications supported by the program, the Contractor will determine the impact factor of the publications. The publications to be analyzed will include those described in Task 1.a above, those identified prior to the Contractor beginning work on this project, and other publications that are identified by the Project Officer (such as those reported in grantees' progress reports).

The Contractor will:

- Determine the best statistical method to calculate the scientific impact (based on parameters such as the quality of the journal and the number of times it has been cited by other publications) of the publications supported by the special program. The Contractor will present the findings and make recommendations to the NIDDK Project Officer. The Project Officer will have to approve the methodology before the analyses begin.
- Use the approved analytical method to calculate the scientific impact of publications supported by the program.
- Maintain a database of the results of the scientific impact analysis.

Task 1.c Data Collection using Other Databases or Sources of Data

Throughout the course of the evaluation, other types of data may need to be collected from either publicly available or internal NIH sources. The Contractor may be asked to assist in these types of data collections. The types of tasks that may be needed include, but are not limited to:

- Reviewing and analyzing grantees' progress reports;
- Maintaining databases of compiled information.

Task 1.d Reporting on Collected Data

The data collected throughout the course of the contract period will be submitted to the Project Officer at regular intervals (see Task 7. Reporting Requirements). In addition to regularly submitting compiled data, the Contractor may be asked to:

- Recommend to NIDDK the best ways to analyze and present the analyses to a lay audience in the evaluation report.
- Present the data as graphs or charts (or other means that will clearly convey the information to a lay audience).

Task 2: Meeting Support

The contractor shall provide meeting support for approximately one meeting (estimated to be a day and a half in length) during the two-year base contract in collaboration with the NIDDK Project Officer and other NIDDK Program Officials (to be identified by the Project Officer) involved in the meeting organization.

The meeting is expected to be held on the campus of the National Institutes of Health (NIH), in an NIH building that is off-campus (but in the immediate area), or in a hotel or other government office building located in the Washington D.C. metropolitan area. The meeting will have approximately 15 invited, non-federally funded persons on an executive panel, with an additional approximate 50-100 (both Government and non-Government) attendees.

Task 2a. Pre-meeting logistics

The Contractor must work closely with the NIDDK Project Officer and the NIDDK Program Officials for planning the meeting. The contractor shall:

- In consultation with the Project Officer, make arrangements for a meeting location, with the preference being the campus of the National Institutes of Health or an off-campus NIH building. If a suitable room is not available on the NIH campus, other locations in the Washington D.C. metropolitan area will be considered.
- Make security arrangements so that participants can access the meeting location.
- In consultation with the Project Officer, reserve a block of hotel sleeping rooms at Government rates at a location that is a reasonable commute (approximately 10-20 minutes or less by car or public transportation) from the meeting location. For example, if the meeting was at the NIH main campus, the hotel should be located in Bethesda.
- Assist, as appropriate, in travel arrangements for the invited participants (such as assisting in arranging coach-class airline tickets or other Government approved transportation; travel to and from the airport and hotel; and travel to and from the hotel and meeting).
- Finalize meeting materials as specified by the Project Officer, including, but not limited to, the meeting agenda, participant list, and handouts to be distributed prior to and at the meeting. In conjunction with the Project Officer and Program Officials, the Contractor will draft an initial agenda, proofread, and send for review by program staff. The Contractor will make necessary edits and get second level review followed by finalizing the agenda to be distributed to meeting participants electronically. The Contractor shall verify all participants' addresses, telephone numbers, organizational affiliations, and titles prior to finalizing the participant list and meeting agenda.
- Provide web-based registration for attendees and maintain a list of the meeting participants (including participants contact information).
- If necessary, collect registration fees.
- Prepare logistical information, including but not limited to, information on hotels, parking, transportation, and food availability, and e-mail information to all meeting participants prior to the meeting.
- In consultation with the Project Officer and Program Officials, prepare and mail materials to be sent to selected participants at least one month prior to the meeting. The Contractor will generate copies, compile, and collate material; verify the recipients' addresses, telephone numbers, and organizational affiliations; prepare the mailings; and mail the materials to the selected participants.
- Make arrangements for audiovisual support, such as, but not limited to, LCD projector, slide projector, microphones, tape recorders, etc.
- Prepare a meeting transcript and meeting summary.
- Prepare name badges for all participants.
- Prepare tent cards for participants who will be sitting at the main meeting table.
- Prepare meeting advertisements, such as posters and bulletin boards.

- Arrange for breakfast and coffee breaks.
- Develop a registration sign-in sheet.
- Within five working days before the meeting, submit an outline of all logistical support that has been arranged. The Project Officer will review the list to ensure that all arrangements being made are in accordance with the NIDDK's needs and requirements for a successful meeting.

Prior to the meeting, materials and logistics are subject to last minute changes as specified by the Project Officer, and the Contractor should be prepared for such a possibility.

Task 2.b Meeting Logistics

The Contractor will:

- Provide at least two staff members on site for the meeting. The staff members will be responsible for logistical aspects at the meeting, such as setting up the registration table; displaying posters/signs that direct participants to the meeting room; registering participants; handing out meeting materials; providing information on hotels, transportation, and food; ensuring the breakfasts and coffee breaks are set-up properly; checking-in participants' luggage; acting as a resource for accepting packages/messages and delivering them to meeting participants; making necessary onsite travel/logistical arrangements; and post-meeting closeout and cleanup.
- Prepare a meeting transcript and a meeting summary. The first draft of the transcript must be submitted to the Project Officer within ten (10) working days of the meeting. The first draft of the meeting summary must be completed within twenty (20) working days of the meeting. The Contractor will make revisions based on the feedback from the Project Officer and resubmit the edited version within five (5) working days of receiving the edits.

Task 2.c Post-meeting logistics

The Contractor will:

- Draft a thank-you note to send to selected participants of the meeting. After approval from the Project Officer, the Contractor may be asked to e-mail the thank-you note.
- Respond to other requests from meeting participants and the Project Officer for any follow-up items.

Task 2.d Reimbursements

The Contractor will assist, as appropriate, with paperwork or other necessary tasks to reimburse the invited meeting participants for their expenses (including travel, honoraria, etc.).

Task 3: Graphic Design

Task 3.a Graphic Design of Meeting Summary

The summary from the meeting described in Task 2.b will be converted into a formal two-color document, approximately 20-40 pages. At the discretion of the NIDDK, additional material may be incorporated into the summary for inclusion in the final printed report. The Contractor will design the document layout, and after revisions and approval by the Project Officer, arrange for the report printing (see Task 4). The Contractor may also be asked to assist with distribution (for example, sending the document to meeting participants).

Task 3.b Graphic Design of the Final Evaluation Report

The Contractor will be responsible for all graphic design of the final program evaluation report and executive summary. This responsibility may include, but is not limited to, the following tasks:

- a. Design layout for a two-color document estimated to be 200-300 pages in length for the full report and approximately 20-40 pages for the executive summary; the Contractor may have to present the NIDDK with more than one design layout and the NIDDK will decide which design to use for the final report; an example of a previous report that was published on the Special Program can be found at: http://www.niddk.nih.gov/federal/planning/type1_specialfund/;
- b. Incorporate numerous figures/photographs onto the cover and throughout the document;
- c. Obtain permission for using many of the figures/photos;
- d. Working with the Project Officer and/or other NIDDK staff, make several rounds of revisions to the layout to ensure a high-quality, error-free document;
- e. Provide the NIDDK with PDF versions of each chapter of the report as well as a single PDF of the entire report in a format that can be posted on Internet.

Task 4: Printing Reports

Task 4.1 Printing meeting summary

The Contractor will print the two-color meeting summary described in Task 3.a. The summary is estimated to be 20-40 pages and the number of printed copies is estimated to be approximately 500. The Contractor will also arrange for document delivery.

Task 4.2 Printing final evaluation report and executive summary

The Contractor will print an estimated 2,500 copies each of the final two-color evaluation report and executive summary. The report is estimated to be between 200-300 pages in length and the executive summary is expected to be 20-40 pages in length. The Contractor will also arrange for document delivery.

Task 5: Grantee Survey

The NIDDK will be distributing surveys to grantees who were funded by the *Special Type 1 Diabetes Funding Program* in order to collect data on scientific accomplishments. Approximately 500 grantees will be surveyed for the evaluation.

Task 5.a Material Preparation

The Contractor may be asked to assist with various tasks, such as:

- Prepare copies of and compile the materials that will be distributed to the grantees.
- Confirm addresses (postal and e-mail) of the grantees, since many of the addresses may have changed since the program began in 1998.
- Prepare envelope labels, stuff envelopes with the survey material, and mail the survey to the grantees.
- Send reminder letters (electronically) to survey recipients three weeks after the original mailing to remind them about the survey and the due date.

Task 5.b Survey Data Collection

The survey responses are confidential, so the Contractor must not share the survey information with anyone but the NIDDK Project Officer. The Contractor will:

- Collect the survey responses, which may arrive in hard copy, electronically, or via fax.
- Collate the responses into a binder and generate a table of contents by the responders' last names.
- Working with the Project Officer, assist in various aspects of data analysis, such as determining the percent response rate and entering survey data into a computer database.

Task 6: General Writing, Proofreading, and Editing

Throughout the evaluation, the contractor will be asked to assist in general writing, editing, and proofreading of various materials. These tasks can include:

- Writing and proofreading letters.
- Proofreading and editing meeting summaries, the evaluation report, and the executive summary.
- Checking the accuracy of references in evaluation-related documents (the NIDDK will provide references for cross-checking).

Task 7: Reporting Requirements

The Contractor must submit the following reports to the Project Officer in the specified timeframes:

Task 7.a Monthly Reports

- The Contractor shall prepare and submit on a monthly basis, an electronic compilation of the collected data that is described in Task 1.
- The Contractor shall prepare and submit on a monthly basis, a report itemizing all services and/or products delivered. The invoice should clearly show the total amount of funds obligated to date of invoice and the total amount of funds remaining in the final contract year. The Contractor may be asked to include a break-down of charges per task area. To avoid duplication, a monthly report will not be required for the period when the annual report is due.

Task 7.b Annual Reports

The Contractor shall prepare and submit, on an annual basis, a report itemizing all services and/or products delivered. To avoid duplication, an annual report will not be required for the period when the final report is due.

Task 7.c Final Reports

- The Contractor shall prepare and submit at the end of the contract period, a report summarizing accomplishments, problems encountered and resolutions. The report should also provide a detailed summary of activities performed throughout the contract period.
- The Contractor shall prepare and submit at the end of the contract period, an electronic compilation of all of the primary data collected as described in Task 1.

G. EVALUATION FACTORS:

Prior experience and past performance (30%): The contractor must demonstrate experience in the work described in this task order. No more than three, current, relevant projects demonstrating the contractor's experience should be provided.

Technical Approach (30%): Contractors must demonstrate a thorough understanding of the task order requirements and experience with data collection, meeting support, and graphic design. The proposal will be evaluated according to the soundness, practicality, and feasibility of the written description.

Staffing and Management (30%): Contractors must demonstrate experience of key personnel in conducting the work described in the task order. Contractors are to provide a staffing plan, including proposed labor hours, in order to demonstrate an understanding of the labor requirements of the task order. As part of the staffing plan, the contractor shall summarize the relevant experience of each individual proposed for the task order.

Price (10%): While price is not the most important evaluation factor, proposed prices will be considered in determining the firm that represents the best value to the government.

RFTOP#

TITLE:

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____ TO # NICS-_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST: Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:_____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL –

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Signature –Larry Manning, NIH-PICS Coordinator

Date